

ROLE PURPOSE: Medical Coordinator



How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in The Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details



Our Vision

We see a world in which no person is needlessly blind and Indigenous Australian's exercise their right to good health.



Our Purpose

To end avoidable blindness and improve Indigenous Australian's health.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

ROLE PURPOSE

Role Title:

Medical Coordinator

Division:

Director, Knowledge & Innovation

Location:

Sydney or Melbourne

Date:

September 2018

Employment type:

Permanent, full-time

Reports to:

Medical Director

Number of direct reports: 0**Leadership Band:**

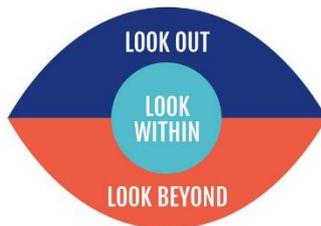
Leads Self

Purpose of the role:

The Medical Coordinator works closely with the Medical Director to ensure that medical and eye health expertise is embedded throughout the work of The Foundation. The Medical Co-ordinator manages a range of strategic projects on behalf of the medical team and ensures that all programs and Divisions have access to relevant medical and eye health expertise.

The Medical Coordinator will own the outcomes of:

1. Supports Medical Director to undertake strategic projects, advise FHF leadership on eye health matters and communicate learnings and emerging issues across the organisation
2. Co-ordinates the drafting of internal guidance documents and policies on medical and eye health issues, and ensures mechanisms are in place to monitor compliance
3. Supports the Medical Director to establish, maintain and build the capacity of an external network of medical and other health advisors who can support the work of The Foundation, and acts as a secretariat for that network.
4. Ensures FHF staff and partners can access relevant medical, eye health and health systems expertise to deliver their programs, research and innovations, accessing support through the through The Fred Hollows medical team and external advisory network, and engaging with other networks and e-networks as required.
5. Develops and tracks medical team budget and co-ordinates all reporting for medical team

Our Capabilities:**As a member of the Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Degree in Public Health, International Development or related field, or relevant experience in a clinical, public health or international development context.
- Project, budget and contract management experience
- Practical experience undertaking desktop research and synthesizing complex topics for different audiences.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.

Skills:

- Excellent communicator
- Strong planning, coordination and organisational skills.
- Consulting mindset
- Proficiency with Microsoft Office applications

Desirable Experience:

- Eye health knowledge preferred, but not required to be a doctor or clinician
- Practical experience in co-ordinating and commissioning the work of experts in a technical field.

Qualifications:

University Degree

The position involves:

This position is not recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

Travel:

Some International and domestic travel is a required in the role

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.